

RENEWAL OF CONTINUING EDUCATION COURSE APPROVAL

ADMINISTRATOR CERTIFICATION PROGRAM

1. **This form must be submitted with the LIC 9141, as all approved courses will expire on the expiration date of your vendorship.**
2. In box (1) select course program type you are submitting. If more than one program, submit separate forms for each.
3. In box (2) print or type your vendor name exactly as approved.
4. In box (3) enter the vendor number exactly as approved.
5. In box (4) and (5) enter the course name and course number(s) exactly as previously approved.
6. Boxes 1-10 must be completed in full, or the form and application will be returned as incomplete.

(1) COURSE PROGRAM TYPE: (✓ CHECK ONE BOX): <input type="checkbox"/> RCFE CEU <input type="checkbox"/> ARF CEU <input type="checkbox"/> GH CEU	(2) VENDOR NAME EXACTLY AS ORIGINALLY APPROVED:	(3) VENDOR APPROVAL NUMBER: <div style="text-align: center;"> - - </div>
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[illegible]

The above listed courses will expire with our vendorship. We are requesting to renew our previously approved courses and wish to continue offering these courses. We assure that the course content, the instructor(s) and the number of hours remain identical as originally approved. Should any changes in the course content, instructor(s) or hours occur, we will submit a new course approval form to the Administrator Certification Section prior to conducting the revised course. Notice of dates, times and locations will be submitted on an on-going basis.

(6) I declare under penalty of perjury that the foregoing information is true and correct to the best of my knowledge.			
(7) AUTHORIZED VENDOR:	(8) SIGNATURE OF VENDOR/AUTHORIZED REPRESENTATIVE	(9) TITLE	(10) DATE

DO NOT WRITE BELOW THIS LINE

REVIEWED BY:	DATE:
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